

My Biz Self Service HR EMPLOYMENT VERIFICATION DCO/WEBCAST

System Requirements and Login Instructions

SYSTEM REQUIREMENTS FOR DCO/WEBCAST MEETING ACCESS

- 1. Navigate to the main DCO page at https://www2.dco.dod.mil/ and select "accept" on the usage policy.
- 2. On the lower left hand side of the page look for the "user resources" section and select "DoD Certificates Download" (this will open a new window).
- 3. In the new window, scroll down to the last section titled "Trust Store Management" and select "+ InstallRoot 3.16: NIPR Windows Installer," this will open a drop down and the user will then need to click "(MSI Download) Size: 4,512 KB" (users may need privileges/permissions to install).
- 4. Ensure the latest Adobe Flash Player and Java applications are installed on the machine.
- 5. Run a diagnostic test to ensure your computer and network connections are properly configured using the following link: https://connect.dco.dod.mil/common/help/en/support/meeting_test.htm. Users may need to install the "Adobe Connect Add-in."
- 6. Login to the DCO/Webcast.

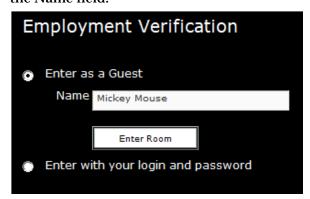
LOGIN INSTRUCTIONS FOR DCO/WEBCAST MEETING ACCESS

1. Approximately 5-10 minutes before the presentation begins, open the following link:

https://connectcol.dco.dod.mil/employmentverification

Turn the volume on your computer up to hear the audio portion of the presentation.

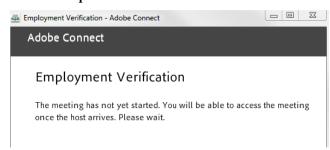
2. Select Enter as a Guest and enter your name in the Name field.



3. Select Enter Room.



4. If you try to access the DCO/Webcast before the presentation begins, you will receive the following message. Please try to access the Webcast again 5-10 minutes before 12:00 pm CST/1:00 pm EST.



- 5. Download the Adobe add-in if you are prompted to do so.
- 6. If you have trouble logging in, refer to System Requirements instructions above.